

Request for Qualifications

Professional Engineering and Related Services



TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408

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Request for Qualifications Professional Engineering and Related Services

In accordance with Section 287.055, Florida Statutes (Consultants' Competitive Negotiation Act- CCNA), the Town of Juno Beach is soliciting statements from qualified engineering firms for a continuing contract to provide "Professional Engineering and Related Services" on an as-needed basis. **The Town is interested in entering into non-exclusive continuing agreements with one (1) or more engineering firms for professional services.**

The professional services to be rendered shall relate to all aspects of municipal government, including, but not limited to: planning; plat review; architectural design; landscape architecture; transportation planning and analysis; storm water infrastructure (including NPDES permitting and program knowledge); construction inspection; study and engineering activities within the scope of the practice of professional engineering; and registered surveying and mapping.

Interested firms may submit **one (1) original qualification statement and three (3) copies** in a sealed envelope bearing the name and address of the firm and the words "**PROFESSIONAL ENGINEERING AND RELATED SERVICES**" to the Town Center, 340 Ocean Drive, Juno Beach, Florida 33408 by **11:00 a.m. on Monday, December 16, 2024**. Hard copies are preferred, but the Qualification Statement may be submitted and accepted electronically via email to the Town Clerk at ccopeland@juno-beach.fl.us by the deadline. Submittals received after the time and date specified will not be considered.

All questions relating to this RFQ must be received by December 9, 2024, at 3:00 p.m. and must be in writing and e-mailed to Andrea Dobbins, Project Coordinator/Risk Manager, at adobbins@juno-beach.fl.us.

The Town of Juno Beach reserves the right, in its sole discretion, to accept or reject any or all submittals. The Town specifically reserves the right to seek the services of other engineers or consultants for any matter, notwithstanding the fact that the project or task may fall within the scope of services of the continuing contract. The cost of preparation of qualification statements is solely that of the submitter and the Town assumes no responsibility for any costs incurred.

All documents relating to this submittal may be obtained at the Town of Juno Beach website www.juno-beach.fl.us, Demandstar.com, VendorRegistry.com, or by calling Andrea Dobbins, Project Coordinator/Risk Manager, (561) 656-0326.

TOWN OF JUNO BEACH, FLORIDA
Andrea Dobbins
Project Coordinator/Risk Manager

Publish: [Palm Beach County Legal Notices Online](#)
Wednesday, October 30, 2024

TERMS, CONDITIONS, AND INSTRUCTIONS

In accordance with Section 287.055, Florida Statutes (Consultants' Competitive Negotiation Act-CCNA), the Town of Juno Beach is soliciting statements from qualified engineering firms for a continuing contract to provide professional engineering and related services on an as-needed basis.

The professional services to be rendered shall relate to all aspects of municipal government, including, but not limited to: planning; plat review; architectural design; landscape architecture; transportation planning and analysis; storm water infrastructure (including NPDES permitting and program knowledge); construction inspection; study and engineering activities within the scope of the practice of professional engineering; and registered surveying and mapping.

Examples of such services include:

- Feasibility analysis
- Cost estimation
- Design, including site design
- Permitting
- Contract and construction management
- Inspections
- Testing
- Civil, structural, geotechnical, and electrical engineering work
- Architectural services
- Reviewing land development applications and their associated documents (such as site plans or subdivision plats) to ensure compliance with the Town's Land Development Code and Florida Statutes
- Meeting with elected officials and Town staff to consult on issues and projects requiring professional engineering analysis and evaluation.
- Provide land use planning, surveying, geological and/or geo-technical services
- Advising elected officials and Town staff on such matters as may materially affect the Town's physical infrastructure and public assets (such as roads, drainage systems, and park facilities)

Qualified firms and their personnel must possess the ability to communicate and work with officials and staff of state, county, local, and quasi-governmental agencies, including permitting and regulatory authority staff and officials, while serving as a representative of the Town of Juno Beach. Qualified firms shall also demonstrate knowledge of shoreline and beach management.

***It is understood that these services may not all be provided by a single firm. If using subconsultants for any of these services, please provide all relevant information for these participating firms. They should be identified as part of your organizational team.**

GENERAL INFORMATION:

Interested firms shall submit **one (1) original qualification statement and three (3) copies** in a sealed envelope bearing the name and address of the firm and the words “**PROFESSIONAL ENGINEERING AND RELATED SERVICES**” to the Town Center, 340 Ocean Drive, Juno Beach, Florida 33408 by **11:00 a.m. on Monday, December 16, 2024**.

Hard copies are preferred, but the Qualification Statement may be submitted and accepted electronically via email to the Town Clerk at ccopeland@juno-beach.fl.us by the deadline. Submittals received after the time and date specified will not be considered.

The submittal deadline must be and shall be scrupulously observed. Under no circumstances shall submittals delivered after the time specified be considered. Such proposals will be returned to the submitter unopened.

All questions relating to this RFQ must be received by December 9, 2024, at 3:00 p.m. and must be in writing and e-mailed to Andrea Dobbins, Project Coordinator/Risk Manager, at adobbins@juno-beach.fl.us.

PUBLIC RECORDS:

Upon award recommendation or thirty days after opening, whichever is earlier, all qualification statements and information submitted become public records and shall be subject to disclosure pursuant to Chapter 119, Florida Statutes (“Public Records Law”). In order to be exempt from disclosure firms must invoke the specific exemptions to disclosure provided by law in its statement by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

CONFLICT OF INTEREST DISCLOSURE:

The firm shall disclose with its qualification statement the name(s) of any officer, director, agent, employee, or immediate family member (spouse, parent, sibling, and child) who is also an employee or officer of the Town. Furthermore, all firms shall disclose the name of any Town employee or officer who, either directly or indirectly, owns a material interest in the proposer’s company, firm, or group or in that of any of its affiliates. If no such conflict of interests exists, this should be clearly stated.

FACTORS CONSIDERED:

In determining whether a firm is qualified, the Town shall consider a variety of factors, including, but not limited to overall experience, capability and adequacy of professional and support personnel; proper certification and licenses in the State of Florida, current and projected workloads; local preference (Palm Beach County); and past performance and experience.

SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS:

Pursuant to section 287.05701, Florida Statutes, the Town may not request documentation of or consider a proposer’s social, political, or ideological interests when determining if the proposer is responsible. Further, the Town may not give a preference to a proposer based on the proposer’s social, political, or ideological interests.

CONE OF SILENCE:

Prohibited Communication

Except as set forth below under “Permitted Communication,” during the course of a sealed competitive method, a cone of silence shall be in effect between:

1. Any person or entity that seeks a contract, contract amendment, contract renewal, award, recommendation, or approval related to a sealed competitive method or that is subject to being evaluated or having its response evaluated in connection with a sealed competitive method, including a person or entity's representative; and
2. Any Town Council member, the Town Manager or any person or group of persons appointed or designated by the Town Council or the Town Manager to evaluate, select, or make a recommendation to the Town Council or the Town Manager regarding a sealed competitive method, including any member of the evaluation committee.

Effective Dates

A cone of silence shall begin and shall end for a sealed competitive method as follows:

1. The cone of silence shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation or during such other procurement activities as declared by the Town Council.
2. The cone of silence shall terminate at the time the Town Council takes final action or gives final approval of a contract, rejects all bids or responses to the sealed competitive method, or takes other action that ends the sealed competitive method process.

Notice

When the cone of silence becomes effective for a particular sealed competitive method, the Town Manager or designee shall provide notice of the cone of silence to the Town Council. The solicitation document for the goods or services shall generally disclose the requirements of this section.

Permitted Communication

1. The cone of silence shall not apply to written or oral communications with legal counsel for the Town or Town staff acting in the capacity as purchasing agent for the Town.
2. Nothing contained in this section shall prohibit any person or entity subject to this section from:
 - a. Making public presentations at pre-bid conferences or at an evaluation or negotiation meeting related to the sealed competitive method.
 - b. Engaging in contract negotiations with the individual or entity selected to negotiate the terms of the agreement.
 - c. Engaging in contract negotiations with the Town Council during a public meeting.
 - d. Making a public presentation to the Town Council during any public meeting related to the sealed competitive method.

- e. Communicating with the person or persons designated in the sealed competitive method as the contact person for clarification or information related to the sealed competitive method. The contact person shall not be a member of the evaluation committee or the person designated to negotiate the agreement, except as otherwise provided for in subsection (1) above.
3. The Town's purchasing agent (Finance Department staff) and the Town Attorney shall accept written communications from persons or entities subject to this section during the time a cone of silence is applicable to a sealed competitive method.

Violations

Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation and the penalty shall be made by the Town Council.

QUALIFICATION STATEMENTS:

All qualification statements submitted pursuant to the RFQ shall address, at a minimum, the following:

1. A description of the firm's personnel who will be assigned to handle the engineering needs of the Town, including each individual's professional qualifications (education, registrations, and professional affiliations) and pertinent experience.
2. Provide a list of the firm's ability to provide the following disciplines. If using sub-consultants please provide their information including their qualifications, and their role in providing the following services/disciplines:
 - Civil Engineering
 - Structural Engineering
 - Architectural Design
 - Transportation/Traffic Engineering
 - Electrical Engineering
 - Land Surveying
 - Coastal & Environmental Engineering
 - Architectural/Landscape Planning
 - Geotechnical
3. The firm's past experience providing engineering services of the type required by the Town of Juno Beach to other public sector (municipal) clients.
4. The firm's ability to adhere to time and budget requirements and its past record of meeting project deadlines.
5. The location of staffing and firm resources expected to be made available to serve the Town of Juno Beach.
6. A demonstrated understanding, by the firm, of the Town's geography and land use, and the unique cultural environment that makes Juno Beach what it is.

7. The firm's ability to assist the Town with preparing and submitting project documentation (including reports and permits) required by local, state, and federal regulatory agencies.
8. The basis on which compensation will be determined (but not dollar amounts) and the method by which payment for services rendered is to be made.
9. Whether the firm is a certified minority business as defined by the Florida Small and Minority Business Assistance Act of 1985.
10. Evidence of valid state, county and local licenses and business tax receipts proving authority to conduct business in the jurisdiction of the work.
11. An inclusive reference list of all current public agencies who are clients, as well as those who have been clients of the firm within the past three (3) years, together with contact information for each client (name and phone number of an individual familiar with the firm's work).
12. Proof and amount of general liability insurance and professional liability insurance.
13. If a corporation, proof of current corporate status.
14. List of all litigation cases during the past (3) years in which the firm has been named a party. Provide the case number, case venue, and brief description of the facts.

CALENDAR OF EVENTS:

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the Town finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are Eastern Standard Time (EST) in Juno Beach, Florida.

<u>Date/Time</u>	<u>Action/Activity</u>
October 31, 2024	RFQ available on Town website and other links
Monday, December 9, 2024, 3:00pm	Questions Due from Qualified Firms
Monday, December 16, 2024, 11:00am	RFQ Due/Proposals Acknowledged Publicly
Friday, January 10, 2025, 10:00am	Public Meeting for Review Committee to Evaluate & Rank each Submittal
Wednesday, January 22, 2025	Town Council to award Continuing Contract

EVALUATION CRITERIA:

The evaluation criteria are as follows:

45	<p><i>Qualifications and Experience of Engineering Firm</i></p> <ul style="list-style-type: none">• Qualifications and experience of those in the firm AND those that will be sub-consultants working under the umbrella of the firm.• Availability of qualified personnel• Past performance records with municipal clients• References (a minimum of 3 municipal references in the last 3 years; Provide the contact person's name, phone number and email address)
25	<p><i>Location considerations and how it impacts maintaining effective communication between the Town and Consultant</i></p> <ul style="list-style-type: none">• Location of the team and proximity of key personnel- Palm Beach County is preferred• Approach to maintaining good communication, is there an internal policy on phone call and email responses to the client, if so please state what the policy is.
20	<p><i>Knowledge and Understanding of Town</i></p> <ul style="list-style-type: none">• Affirmative statement showing an understanding of Town's governmental process and the special needs and unique environment of Juno Beach.• Affirmative statement on the level of service that will be provided to the Town.
10	<p><i>Scheduling</i></p> <ul style="list-style-type: none">• Willingness to meet time and budget requirements• Recent, current and projected workload of team

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to the Town of Juno Beach, Florida

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which proposals or applies to proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies

to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

The foregoing document was sworn and subscribed before me this _____ day of _____, 20__ by _____, who is personally known to me or produced _____ as identification.

Notary Public

My Commission Expires:

**SCRUTINIZED VENDOR CERTIFICATION
PURSUANT TO SECTION 287.135, FLORIDA STATUTES**

This sworn statement is submitted to the Town of Juno Beach, Florida

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

1. I hereby certify that the above-named entity:
 - A. Does not participate in the boycott of Israel; and
 - B. Is not on the Scrutinized Companies that Boycott Israel List.
2. If the Contract for goods and services is for more than \$1,000,000, I hereby certify that the above-named entity:
 - A. Is not on the Scrutinized Companies with Activities in Sudan List; and
 - B. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
 - C. Has not engaged in business operations in Cuba or Syria.

Section 287.135, Florida Statutes, prohibits the Town from: (1) contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; and (2) contracting with companies, for goods or services over \$1,000,000 that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes or is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the above-named entity, I hereby certify that the statements set forth above are true and that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees and/or costs.

I further understand that any contract with the Town for goods or services may be terminated at the option of the Town if the company has been found to have submitted a false certification.

(Signature)

The foregoing document was sworn and subscribed before me this _____ day of _____, 20__ by _____, who is personally known to me or produced _____ as identification.

Notary Public
My Commission Expires: